

Professional and Managerial Branch
Miscellaneous Professional Group
Scheduling Series

SENIOR SCHEDULER

03/95

Summary

Under general supervision, supervise and perform professional level duties to develop, implement, monitor, and improve mass transit schedules, routes and coach operator work assignments.

Typical Duties

Write and revise fixed route schedules and related policy. Involves: planning and developing specific time schedules for public transit coaches across fixed routes by time and day; recommending new and changed policies based on consideration of planned service goals, operational strategies, and availability of resources in collaboration with management staff.

Assign coach operator work assignments. Involves: Producing work assignment lists for coach operators; preparing individual operator work assignment lists; and individual coach destination plans; providing instructions and comments for special trips; preparing coach operator's report time; extra board; and coordinating departure times from the central service point or other service centers.

Direct data collection to improve route layout and scheduling efficiency. Involves: designing and conducting running time checks; developing methods for the collection of data to estimate potential ridership, load factor and frequency; monitoring schedules for fixed routes by observation, riding bus or driving route; effectively participate with planning staff in establishing new service and modifying existing service to optimize routes and schedules considering factors such as, route location and length and the number of coaches and operators required.

Conducts database analysis. Involves: managing fully automated scheduling system; computer modeling to calculate and estimate changes in service and its effect on the number of buses, operators and routes required to maintain desired frequency of service based on passenger load factors; conducting on time performance analysis; maintaining and updating computer files on each route for utilization in writing public time tables; calculating lost mileage and hours; and coordinating the collection of round trip mileage figures.

Perform administrative and staff work. Involves: attending staff meetings in planning and operations divisions regarding present and proposed service; speaking to groups at public hearings and providing information related to proposed schedule or route changes; investigating and responding to non-routine public complaints and correspondence related to scheduling and overloading of buses; riding scheduled buses to keep abreast of characteristics of routes; maintaining contact and sharing scheduling related information with schedule makers in other transit systems; keeping current on scheduling methods, developments and techniques; instructing coach operator trainees in passenger counts, running time checks, time point checks, scheduling and transfer policies; preparing periodic reports such as, on-time performance, running time, revenue mile and hour, lost mileage and overtime.

Supervise, train and evaluate subordinate personnel. Involves: assigning and reviewing work; enforcing personnel rules and regulations; standards of conduct, work attendance and safe working practices.

Perform related administrative duties as required.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree in Transportation or two years of Transportation Planning course work, or a related field and six years of mass transit operations experience including two years experience writing transit route schedules and preparing driver work schedules at a medium sized public transit company (at least fifty fixed route vehicles); or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the research methods, practices and procedures of automated transit scheduling and route design; geography and traffic patterns of the city; coach capacities; and scheduling safety factors.

Ability to: work independently and to supervise others in establishing and improving transit route schedules; analyze and solve complex scheduling and routing problems; develop scheduling policy; schedule bus arrival times to avoid congestion; establish transfer points; perform running time checks; provide estimates of the number of coach operators required to provide current and anticipated service; make efficient coach operator assignments to minimize overtime costs; cut runs for drivers; assign operator days off.

Skill in use of personal or mainframe computers involving applications such as data base management, spread sheet, scheduling and word processing programs.

Physical Requirements: Occasionally rides bus or other vehicle to determine potential bus routes, stop points and to evaluate the effectiveness of established service.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL